



SDRR Roster User Manual for ACCESS/ Alternate ACCESS®

Kentucky Department of Education

Office of Assessment and Accountability

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Important Notes/New Features	3
Welcome Screen	4
Log In	5
Home Page	6
Student Listing Filters	10
Filters	11
Actions and When to Use	11
Change Student Information	12
Non-Participation Status	13
Roster Change Listing	15
Export to Excel or PDF	19

Important Notes/New Features

On the Home Page:

- The announcements box is updated with new information as needed during roster window.
- There is information which is easily visible that indicates and links to the number and status of student changes, as well as a link to view and save information regarding the students transferred in and out of accountability.
- There is also a list of tasks to accomplish during the roster period, so that users can check them off as they are completed.
- A site for practice and training is found at https://oaa-adc.education.ky.gov/Sandbox/, uses the same credentials, and is available any time.

On the Student Listing:

- Ability to easily navigate to an open change request for a student, and return to the student listing.
- Some data is not being collected for assessments. This includes: migrant status, ESS, gifted and talented, vocational, disability type, specific accommodations used during testing, and 504 status.
- Student information is changed directly in Infinite Campus including Name, SSID, Date of Birth, Gender, Grade, tested School, Race/Ethnicity
- The following can be changes directly on the screen: Non-Participation Status, IEP, EL/LEP, and Accommodations.
- The testing school can make changes to demographics for a student.
- Mark students as Non-Participating by double clicking on that student's row under the Non Part column and selecting the appropriate reason, providing additional detail if needed.
- Remove an approved Non-Participation by double clicking on it and selecting [Remove Non-Participation] in the drop down list.
- Ability to choose multiple filters before applying them. Users can make multiple filter selections, and then click the button to apply them.
- Add or delete students

On the Change Listing:

- Ability to filter changes by status, school, test type, etc.
- Export change listing to PDF or Excel (can also use filters before exporting).

We hope these changes are useful, and encourage users to provide feedback or suggestions to KDEAssessment@education.ky.gov.

Welcome Screen

To log in, open your web browser, and navigate to https://oaa-adc.education.ky.gov/. You will see this page.





Home > Login Logout

Welcome!

SDRR is designed to assist district personnel in reviewing the accuracy of the assessment results in a timely fashion so that accurate results may be shared with the public as quickly as possible.

This application will enable district personnel to locate errors in student data, submit data review requests, and track the progress of each request online. Users are no longer required to upload data review requests via a web portal.

SDRR will be used to conduct web-based data reviews for all state required assessments, including the Kentucky Performance Rating for Educational Progress(K-PREP), EXPLORE, PLAN, ACCESS for ELLs, ACT and other

Please use your user name and password.

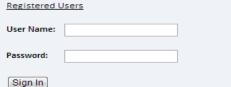
DAC - Please use KDE Web user ID and password to login or contact your local WAAPOC to gain access.

OAA Staff and Admin - Please contact Application Admin/developer to gain

School Staff and Related Users - Please contact your local WAAPOC to gain

Toll Free: 1-866-538-7435 Local: 1-502-564-2002

E-mail: ketshelpdesk@education.ky.gov



If you do not have a KDE web user name, click here to register.

Before your third try, click here if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our KDE User Help System.

Security Disclaimer!

While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.

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Please note that SDRR now works in Internet Explorer, Firefox, Safari, and Chrome. The application works on PC or Mac. There is no need to change the screen resolution.

District Assessment Coordinators (DACs) will log in with the same user name (which must be in ALL CAPS) and password used to access the secure web applications provided by the Office of Knowledge, Information, and Data Services (KIDS). All DACs have already been provided access, and the District WAAPOC can add school and district level users access by granting them the appropriate permissions for their school(s) upon request of the DAC. **The Office of Assessment and Accountability does not manage user names or passwords; those are handled on a local level by the District WAAPOC.** There is a link below the log_in box to request a hint if you have forgotten your user name and/or password.

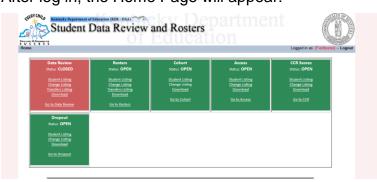
Log In

Enter your user name and password where indicated, in the blue box on the right side of the login page. If you are a DAC, district-level user, or a BAC with access to multiple schools, you will see a pop-up box (as shown below) appear asking you to select the data you wish to view. This can be changed later without logging out (also as shown below). DACs are encouraged to select the District, as this will give access to all schools' data. BACs with access to multiple buildings should select the first school they wish to review.



Home Page

After log in, the Home Page will appear:

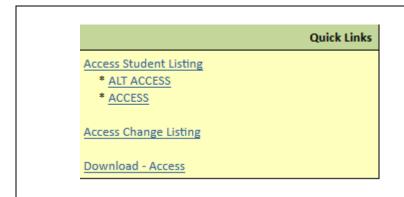




- Please note that users will need to click on the ACCESS button at the top of the screen.
- The dates that ACCESS is open are displayed in the ACCESS section.
- On the left, there is a list of tasks that should be completed during the roster window. As the tasks are completed users can check them off on the list, and any incomplete tasks will be shown in bold for a quick visual check of remaining work to do during rosters.

SDRR Tasks
Mark students who were enrolled during the testing window or eligible to test, but did not take the assessment(s), as non-participating. Keep original copies of documentation at the district for audit purposes.
Double check to be sure that information in the non-participation request matches Infinite Campus (such as withdrawal date). Update both SDRR and IC as needed.
Add any students who are enrolled in the testing grade(s) but are not on the roster. SSID is required to add a student.
Delete any students who withdrew prior to the testing window.
Review demographic information for students and make corrections (this includes Name, SSID, Date of Birth, Gender, Ethnicity/Race, LEP/EL, IEP, Accommodation).
Mark students as Yes/No if they have an IEP or Program Services Plan and received accommodations during testing or assessment. Need to indicate the specific accommodations by domain (reading, writing, speaking and listening) received.
Be sure to review all available assessments- ACCESS and Alternate ACCESS.
Review Roster Change Listing in SDRR, noting any Denied or Updated changes for possible further action.
Update any student changes that are marked as Updated by OAA staff, to provide the information requested.
Before the end of the Roster window, export copies of the Roster Student Listing and Roster Change Listing, storing them securely in the

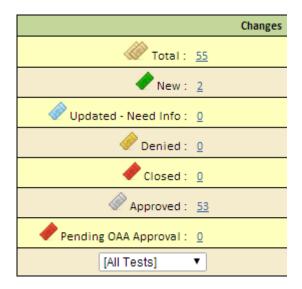
 There are links to go directly to the Student Listing for a particular test or all tests, as well as the Transfers Listing, Change Listing, and a link to download copies after the window ends.



Test Types

All Tests – includes both assessments
ACCESS
Alternate ACCESS

• There are counts for the different student change statuses. These are clickable links; users can click on the number of Updated or Denied, for example, and go directly to that subset of change requests. Users can also click on the link for the Data Review Change Listing to see all changes for the school or district, and use the filter on that page to navigate to subsets of changes.



- Total all changes requested for school or district
- New changes which have not yet been processed by OAA
- Updated Need Info changes which have been updated by OAA, and additional information is needed from the school/district
- Denied changes which were not approved by OAA (additional changes may be requested for the same student, but the denied changes will remain in SDRR and will not disappear)
- Closed change request was cancelled by school or district
- Approved changes which have been processed by OAA or were automatically approved (such as demographic

changes)

 Pending OAA Approval – changes which have been updated by school/district and are waiting for OAA action

Student Listing

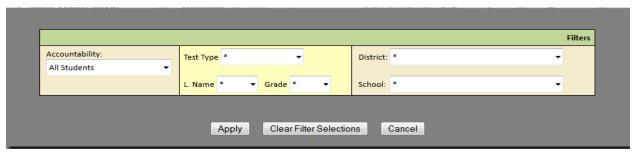
• Click on All Tests on the home page, or select a specific test type to see only that subset. The student listing will appear:

	<u> </u>					<i>7</i> I					
<u>Test</u>	<u>Full Name</u>	<u>Grade</u>	<u>SSID</u>	<u>DOB</u>	<u>Gender</u>	Race/Eth	<u>Testing School</u>	Non Part	<u>IEP</u>	EL/LEP	Accommodation
ACCR	AALBERTS, JAVONTAE	11	9999999999	06/21/1996	М	Hisp: Yes Race: W	Adair County High School	-	No	Yes	No
ACCR	AALBERTS, WID	12	9999999999	12/17/1995	F	Hisp: Yes Race: W	Adair County High School	-	No	Yes	No
ACCR	AALDERS, SONJA M	07	9999999999	10/29/1999	F	Hisp: Yes Race: W	Adair County Middle School	-	No	Yes	Yes - EL/LEP
ACCR	AALDERS, SONJA	08	9999999999	04/20/1999	F	Hisp: Yes Race: W	Adair County Middle School	-	No	Yes	Yes - EL/LEP
ACCR	AAMER, KASEY TAYLOR	07	9999999999	09/27/2001	M	Hisp: Yes Race: W	Adair County Middle School	-	No	Yes	No
ACCR	AARDEMA, ERIC	08	9999999999	03/02/1999	M	Hisp: Yes Race: W	Adair County Middle School	-	No	Yes	No
ACCR	AARDEMA, MAKENZIE NICOLE	08	9999999999	08/27/2000	F	Hisp: Yes Race: W	Adair County Middle School	-	No	Yes	No
ACCR	AARON, ABIGAIL SPRING MARIE	04	9999999999	03/08/2004	F	Hisp: Yes Race: W	Adair County Elementary School	-	No	Yes	No
ACCR	AARON, ALEXANDER AUGUSTINE	08	9999999999	11/30/1999	M	Hisp: No Race: AS	Adair County Middle School	-	No	Yes	Yes - EL/LEP
ACCR	AARON, AMMAR ALEXANDER	03	9999999999	05/19/2005	M	Hisp: Yes Race: W	Adair County Elementary School	-	No	Yes	No
ACCR	AARON, BRASEN THOMAS	03	9999999999	04/25/2005	M	Hisp: Yes Race: W	Adair County Elementary School	-	No	Yes	No
ACCR	AARON, CHANDLER DAWN	00	9999999999	06/19/2008	F	Hisp: Yes Race: W	Adair County Primary Center	-	No	Yes	No
ACCR	AARON, JORDAN	03	9999999999	03/21/2005	M	Hisp: Yes Race: W	Adair County Elementary School	-	No	Yes	Yes - EL/LEP
ACCR	AARON, KYNDALL BROOKE	00	9999999999	08/05/2007	F	Hisp: Yes Race: W	Adair County Primary Center	-	No	Yes	No
ACCR	AARON, MADELYN M	01	9999999999	09/04/2007	F	Hisp: No Race: AS	Adair County Primary Center	LOCKED	No	Yes	No
ACCR	AARON, MADELYN	01	999999999	03/18/2007	F	Hisp: Yes Race: W	Adair County Primary Center	-	No	Yes	No

• The student listing may be saved/exported in Excel or PDF formats by clicking on the buttons at the bottom left.

Filters

- 1. Click on the Filters button at the bottom left.
- 2. You can filter the student list to view different groups as follows:
 - By all students
 - o By first letter of last name
 - By grade level
 - By assessment/test type
- 3. District level users will also be able to filter by schools within their district. School level users will only see their own school.



Select as many filters as you wish, and click Apply. To reset filter selections and start over, click the Clear Filter Selections button. Click the Cancel button to close the filter menu and return to the student list.

As shown above, there is an accountability filter:

 All Students or * – this is the default view on the filter for rosters, and includes all students who were accountable and/or tested

We hope that these filters are clearer than the checkboxes used in the past, and are useful in checking student data. If filters have been applied, the export will reflect those selections.

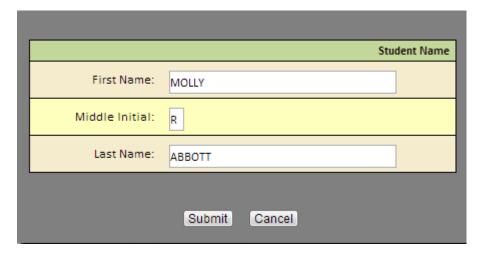
Actions and When to Use

Mark as
Non-Participating

- Student was actively enrolled, but did not complete the assessment for one of the allowable reasons.
- Do NOT mark students as Non-Participating if they withdrew weeks or months prior to the assessment and/or are actively enrolled in another school/district.
- Do NOT mark students as Non-Participating if they are repeating the grade or took the test last year. If students are enrolled in the testing grade, they should be tested.

Change Student Information

- All student information can be viewed on the Student Listing, and any of the fields can be changed by double clicking the relevant item.
- This includes all information being collected during rosters name, SSID, date of birth, grade, gender, race/ethnicity, Non-Participation status, IEP, EL/LEP, lunch status, tested school and accommodated status.
- A student must be marked "Yes" in the IEP and/or EL/LEP field before the Accommodations field becomes available.
 Accommodations are marked as Yes or No there is a need to indicate the specific accommodations by domain (speaking, listening, reading and writing) used by a student. Students will have to be identified as having an IEP or PSP in order to have accommodations marked as Yes. Please note that 504 status is not being collected.
- To change items onscreen, double click on the relevant field, use the drop downs or checkboxes to make changes, and click the Submit button, depending on the field being changed. Click the Cancel button to return to the Student Listing without making any changes to the student.

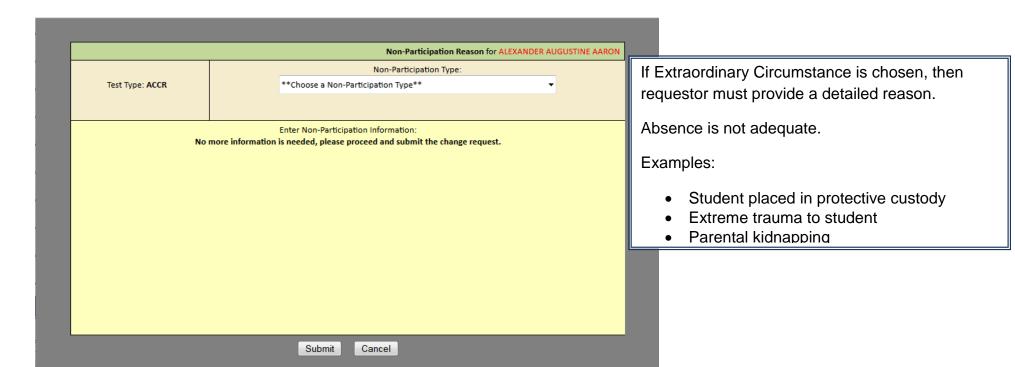




Non-Participation Status

To mark a student (who was enrolled during the testing window, but did not take the assessment) as Non-Participating:

- Double click on the student's row in the Non Part column on the Student Listing.
- Use the drop down to select the appropriate reason, and complete the information requested on screen. The information requested will vary by Non-Participation type.
- For Medical, please enter the information from the paper form signed by the doctor for this student. Please note that there should be an acute medical situation for non-participation to be approved. A chronic condition would not qualify for non-participation. If the student receives instruction with a chronic condition, they can be assessed as well. If a student had multiple hospitalizations, the start date of the most recent should be entered on the non-participation request form. This field is not required, however, as not every student has a hospitalization history.

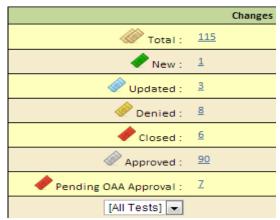


- Click on Submit at the bottom.
- Keep a copy of all documentation at the district for audit purposes.
- Please note that you can also remove an existing, approved Non-Participation by selecting [Remove Non-Participation] from the dropdown list.

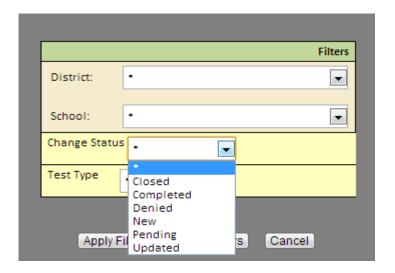
Roster Change Listing

• Click on Roster Change Listing on the home page, or click on the appropriate link on the right side of the home page. The counts on the Home page are clickable links – if the user clicks on the number of Updated or New changes on the home page, that subset

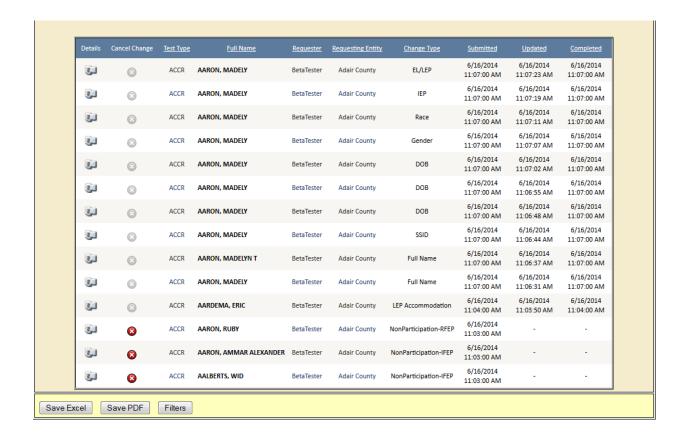
of changes will appear onscreen.



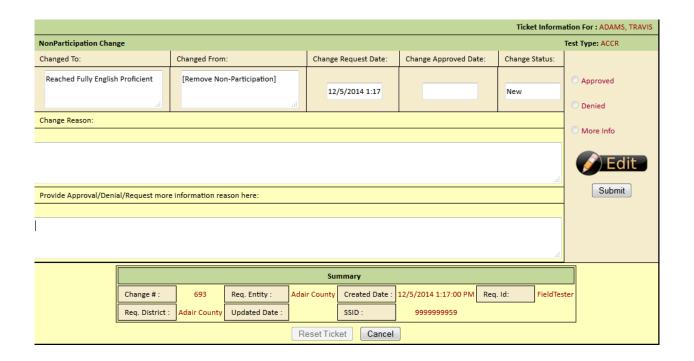
- The default view on the Change Listing is Total which includes all changes submitted for this school/district.
- You can filter the list to view the following change statuses:



- The asterisk (*) will include all change statuses.
- On this screen, you can view the detailed information about the change request, see the status of your submitted changes, view/update the information on change requests, and cancel the change if needed.
- Changes can be cancelled by clicking on the red X by that student's name.
- Click on the icon in the Details column to view or update the change request for this student. Only changes that have not yet been completed may be updated.



- If a change request has been denied, it will remain in the SDRR system so that we have a complete record. However, a new change may be made for the student, and OAA staff will be clear in stating why the change was denied. Users should review Denied requests to determine if further action is needed for the student.
- Users with district level access can view, update and close changes submitted by school level users.
- Users should review Updated change requests these are changes that cannot be approved without additional information as requested by OAA.
- To update a change when OAA has requested additional information, use the filter to select Updated changes. Click on the icon on the left to open the change request. Type any new or requested information in the text box, as shown below, and click Submit.

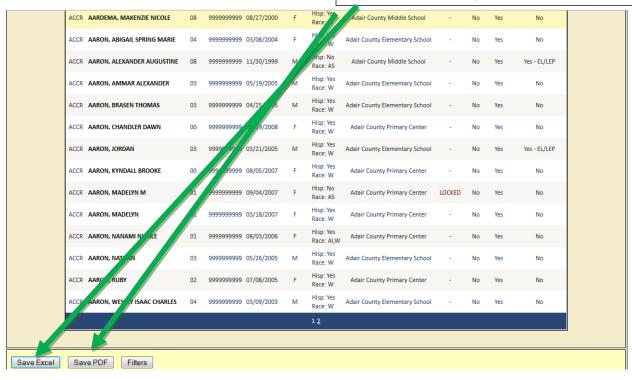


Please note that all information requested by OAA must be updated in SDRR. Information <u>cannot</u> be provided by phone or e-mail. This is to ensure that there is a complete, auditable record of all student-level changes.

If additional requested information is not provided by the school/district, the change will not be approved and no changes will be made to the non-participation status. For that reason, it is important to respond to requests for more information and review Updated changes periodically.

Export to Excel or PDF

Click on one of the export buttons at the bottom left.



Both the change listing (Excel or PDF formats) and the student listing (Excel format) may be exported, and filters may be applied prior to exporting if needed.

IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

OAA is seeking input from users for improvement. Please e-mail <u>KDEAssessment@education.ky.gov</u> with any suggestions for improvement.